

Memorandum of Understanding  
Between  
*City of Sweet Home*  
And  
*Boys & Girls Clubs of the Greater Santiam*  
For Application To  
*East Linn County Affordable Childcare Program*

I. MISSION

Together, the Parties enter into this Memorandum of Understanding to support low income families in their return to work as the State re-opens during the COVID-19 crisis.

II. PURPOSE AND SCOPE

*The City of Sweet Home (City)* and *Boys & Girls Clubs of the Greater Santiam (BGCGS)* have entered in this agreement to support the delivery of low cost / no cost childcare for low income families in the region as they return to work, school and other important activities. East Linn County Affordable Childcare will be supported through August with the investment of \$50,000 in CDBG funding from Business Oregon acquired via grant by the City and \$51,000 in private funding acquired by the BGCGS. Over 100 families will be impacted by the provision of this service.

III. RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

*Kris Latimer, Executive Director – Boys & Girls Clubs of the Greater Santiam*  
*And*  
*Blair Larsen, Community and Economic Development Director—City of Sweet Home*

The organizations agree to the following tasks for this MOU:

*The City will:*

*Administer the Community Development Block Grant received for the purposes of this agreement.*  
*Market the program via its website and social media channels to area residents and businesses.*  
*Prepare and process CDBG disbursement requests on behalf of BGCGS and reimburse BGCGS in prompt manner for expenses.*  
*Monitor and oversee BGCGS in their efforts to conduct the activities funded by the grant.*  
*Ensure that Business Oregon is provided with all required reports in a timely fashion.*

*BGCGS will:*

*Carryout the delivery of the Licensed Emergency Childcare program until CDBG and private funds are depleted, at low or no cost for area first responders, healthcare and essential workers, and any others who are returning to work, school and other activities.*  
*Market the program via various channels to area residents and businesses.*  
*Maintain appropriate records for required reporting.*  
*Maintain the necessary liability insurance for a Licensed Emergency Childcare program.*  
*Complete reporting as required by the grant.*  
*Remain in compliance with Emergency Childcare (ODE / ELD) regulations.*

IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of six months from the effective date of this agreement and may be extended upon written mutual agreement.

Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

**Authorization**

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

City of Sweet Home

\_\_\_\_\_  
Ray Towry  
City Manager  
City of Sweet Home

\_\_\_\_\_  
Date

Boys & Girls Clubs of the Greater Santiam

\_\_\_\_\_  
Kris Latimer, Executive Director  
Boys & Girls Clubs of the Greater Santiam

\_\_\_\_\_  
Date